

**PROCEDURE
FOR
DESIGN CHANGE
CONTROL**


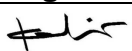

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Status	Author	Agreed	Approved
For Implementation			

1 PURPOSE

- 1.1 ISO 9001:2000 requires that procedure are established and maintained for identifying, documenting, reviewing and approving all design changes.
- 1.2 The purpose of this Procedure is to set out he requirement for identification, documentation, review and approval of design changes.

2 RESPONSIBILITY FOR IMPLEMENTATION

Department Heads, Project Managers and staff nominated by them to control design changes.

3 REFERENCES

ISO 9001:2000	Clause 7.3.7
Document No.QS-01	Quality Manual
Document No.PP-03	Appointment Review
Document No.PP-04	Preparation, Approval, Issue and Revision of Project Quality Plan
Document No.PP-07	Control of Project Documents
Document No.PP-16	Maintenance of Records and Archiving

4 IMPLEMENTATION

4.1 Application of this Procedure

- 4.1.1 The provisions of this procedure shall apply when changes to design requirements:
 - a) are initiated by a source external to the Project Team, or
 - b) are generated from within Project Team and affect other parties
- 4.1.2 Where the client alters the scope of the company's appointment, an Appointment Review shall be carried out in accordance with Document No.PP-03.

4.2 Control of Design Change Requests

4.2.1 Details of all formal requests for design changes, from whatever source they are received, shall be entered onto a Design Change Request Record (Form PP 0801, see example at Attachment PP-08/A). The Project Manager shall complete this form in accordance with the following instructions:

Project	Entire title of Project
Project No.	Enter the Company's project number
Design Change	Enter serial number derived from file of these form
Source of	Enter name of organisation requesting change or, if internal, the name of the individual
Date & form of	Enter date receiving and form in which request received e.g. letter, fax, telephone call, oral, etc
Other parties calls	Enter date comments sought & how, e.g. letter, fax, telephone, etc. (Comments sought)
Other Parties	Enter date comments received & how letter, fax, telephone calls, etc (Comment received)
Viability	Project Manager to sign and date when satisfied that design change is viable
Confirmed	(see paragraph 4.2.2 below). Enter "NO" if not viable
Client approval	Enter "Yes" or "No" as appropriate required?
Client approval	Enter date approval received and how e.g. letter, fax, telephone call, etc. received
Change approved	Project Manager to sign and date when he approves the change

4.2.2 In assessing the viability of a design change, the Project Manager shall have observe to, for example:

- whether the proposed change is technically necessary or merely

desirable

- whether or not significant additional design work is required (taking into account available resources, cost and programme)
- whether or not client approval is required
- whether or not drawing /document issue will be delayed
- effects (if any) on the construction cost
- effects (if any) on the construction programme.

4.2.3 If the client requires the design change to be implemented, this shall be identified in the “client Approval Received” section of Form PP 0801. In such cases no viability assessment is necessary.

4.3 Implementation of Design Changes

4.3.1 Where an approved design changes affects the Project Quality Plan, this shall be amended in accordance with the requirements of Document No.PP-04.

4.3.2 The implementation of design changes approved in accordance with paragraph 4.2.1 above shall be controlled using a Design Change Implementation Record (Form PP 0802, see example at Attachment OP-08/B). This form shall be completed by the Project Manager in accordance with the following instructions:

Project	Enter title of Project.
Project Number	Enter the Company's Project number.
Design Change	Enter serial number of design change request from Form (PP1201 Request No.)
Project Plan	Enter “Yes” or “No” as appropriate. (Amendment required)
Project Plan	Project Manager to sign and date when amendments completed. Where none required, enter “N/A”. (Amendments completed)
Affected parties	List names of organisations affected

(to be notified)

Affected parties notified	Enter date & form of notification e.g. letter, fax, telephone.
Affected drawings and/or documents	List numbers of drawings/documents affected by the change.
Affected drawing	Checker to sign and date when amendments to each drawing and/or document /document have been completed.
Implementation	Project Manager to sign and date when satisfied that all necessary amendments to drawings/documents have been completed. The project manager shall ensure that a Design Change Implementation Record is complete for each approved design change

4.4 Retention of Forms PP 0801 and 0802

4.4.1 Partially or fully completed Forms PP 0801 /0802 shall not be photocopied. The originals shall be retained upon a project file, or section of a project file maintained for the purpose.

4.5 Superseded Drawings/Documents

4.5.1 The Project Manager shall decide whether drawings /documents superseded as a result of a design change shall be retained or destroyed.

4.5.2 Where superseded drawings /documents are to be retained (even for short period prior to destruction), the Project Manager shall ensure that the requirements of the Document No.PP-08 are complied with.

4.6 Quality Records

4.6.1 Design Change Request Record and Design Change Implementation Records shall form Part of the Company's Quality Records and shall be subjected to the requirements of Document No.PP-16.

5 ATTACHMENTS

Attachment PP-08/A is an example of a Design Change Request Record (Form PP 0801)


Attachment PP-08/B is an example of a Design Change Implementation Record (Form PP 0802).

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ATTACHMENT PP-08/A-EXAMPLE OF DESIGN CHANGE REQUEST RECORD

	DESIGN CHANGE REQUEST RECORD		
	Project Title	Project No: DCR No:	
DETAILS OF DESIGN CHANGE			
Source	Brief Description		
Type & Date Notification			
CONSULTATION WITH OTHER PARTIES			
Name of other Company	Comments sought (Date & type of notification)	Comments received (Date & type of notification)	
VIABILITY CONFIRMED	Signature		Date
CLIENT APPROVAL	Required	Received (date & type notification)	
CHANGE APPROVED	Signature		Date

ATTACHMENT PP-08/B -EXAMPLE OF DESIGN CHANGE IMPLEMENTATION RECORD

	DESIGN CHANGE IMPLEMENTATION RECORD		
	Project Title		Project No: Page No:
PROJECT PLAN amendments required	Amended		
NOTIFICATION OF OTHER PARTIES			
Name		Date and type of notification	
AFFECTED DRAWINGS/DOCUMENTS			
Identification	Amended	Identification	Amended
IMPLEMENTATION COMPLETE	Signature		Date

PP 0802

EXPLANATORY NOTE PP – 08 - DESIGN CHANGE CONTROL

1. Inadequate design change control is probably the cause of more problems on construction site than any other single factor. Ensuring that design changes are properly controlled is, however, not easy. This is reflected in the procedure.
2. There is an important point at paragraph 4.1.2, which the standard refers to “contract review” (CE's will probably prefer “appointment review”). This basically refers to a review to be carried out at the start of the new project. ISO 9000-2 makes it clear that further appointment reviews are desirable whenever the contract is changed or altered. Clearly, there is a need to be just as sure that the client's requirements are fully understood and that the necessary capabilities are available, when there is a change as there was at the start of the project. The obstacle then becomes one of defining and classifying the change and selecting whether a new appointment review is needed or if a design change is required. The procedure suggests one possible solution.
3. The explanatory sections of paragraphs 4.2.1 and 4.3.2 could, alternatively, form part of Forms PP 0801 and PP 0802

ISO 9001 requires only that the design changes are identified, documented, reviewed and approved. If CE's already have systems that adequately cover these requirements, they should continue to use them. It is entirely up to them to decide the system they want to use.